



Foreign Affairs Handbook

14 FAH-4 — Diplomatic Pouch and Mail Handbook

Change Transmittal: DPM-2
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14 FAH-4 H-100 GENERAL INFORMATION

14 FAH-4 H-200 DIPLOMATIC POUCH DESCRIPTIONS AND PROCEDURES

14 FAH-4 H-300 PROCEDURES FOR MAIL AND CORRESPONDENCE

1. **14 FAH-4, Diplomatic Pouch and Mail Procedures:** Chapters 14 FAH-4 H-100, 14 FAH-4 H-200 and 14 FAH-4 H-300 of this handbook have been revised throughout. As a result, changes will **not** be shown in italic and dark magenta in this issuance. Some major changes are the following:

- **14 FAH-4 H-100, General Information**
 - **14 FAH-4 H-110, Introduction:** Describes post categories.
 - **14 FAH-4 H-120, Mail Room Facilities:** Describes physical requirements and security.
- **14 FAH-4 H-200, Diplomatic Pouch Descriptions and Procedures**
 - **14 FAH-4 H-210, Diplomatic Pouches:** Describes pouch channels and pouch bags, seals and tags.
 - **14 FAH-4 H-220, Pouch Contents:** Discusses registration of controlled items, and sending SBU material, consular records, retired records, and homeward bound mail.
 - **14 FAH-4 H-230, Preparing Unclassified Pouches for**

Dispatch: Includes how to prepare and use pouch invoices.

- **14 FAH-4 H-240, Preparing Classified Pouches for Dispatch:** Discusses the essential procedures for preparing classified pouches for Dispatch.
- **14 FAH-4 H-250, Incoming Pouches:** Includes how to process invoices and distribute items.
- **14 FAH-4 H-260, Defense Courier Service (DCS):** Describes procedures for using the Defense courier Service to transport classified material.
- **14 FAH-4 H-300, Procedures for Mail and Correspondence**
 - **14 FAH-4 H-310, Outgoing Official Mail:** Includes addressing format.
 - **14 FAH-4 H-320, Transmitting Classified Mail and Correspondence:** Describes procedures for transmitting classified material between Washington, posts abroad, and domestic offices.
 - **14 FAH-4 H-330, Processing Incoming Items:** Includes instructions for mail screening.
 - **14 FAH-4 H-340, Using the Internal Mail and Messenger Service:** Lists annexes on the IMMS courier route.
- 2. **Change Transmittal** has replaced the term, Transmittal Letter. Change transmittal was selected as being more appropriate in this age of electronic information transmission.
- 3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAH-3 1115.2).

Filing Instructions for Paper Copies

1. Remove and discard old subchapter 14 FAH-4 H-110 (CT:DPM-1, 06-28-2007; 8 pages) and insert revised subchapter 14 FAH-4 H-110 (10 pages).
2. Insert new subchapter 14 FAH-4 H-120 (5 pages).
3. Remove and discard old subchapter 14 FAH-4 H-210 (CT:DPM-1, 06-28-2007; 3 pages) and old page 14 FAH-4 H-220 through H-290 Unassigned (CT:DPM-1, 06-28-2007; 1 page) and insert revised subchapter 14 FAH-4 H-210 (16 pages).
4. Insert new subchapter 14 FAH-4 H-220 (10 pages).
5. Insert new subchapter 14 FAH-4 H-230 (6 pages).

6. Insert new subchapter 14 FAH-4 H-240 (3 pages).
7. Insert new subchapter 14 FAH-4 H-250 (6 pages).
8. Insert new subchapter 14 FAH-4 H-260 (10 pages).
9. Remove and discard old subchapter 14 FAH-4 H-310 (CT:DPM-1, 06-28-2007; 8 pages) and old page 14 FAH-4 H-320 through H-390 Unassigned (CT:DPM-1, 06-28-2007; 1 page) and insert revised subchapter 14 FAH-4 H-310 (9 pages).
10. Insert new subchapter 14 FAH-4 H-320 (15 pages).
11. Insert new subchapter 14 FAH-4 H-330 (5 pages).
12. Insert new subchapter 14 FAH-4 H-340 (3 pages).
13. After inserting the material in the binder, insert this change transmittal letter immediately following the CT Checklist, then fill in the entry line for CT:DPM-2, and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/ISS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this change transmittal letter.

(A/LM)